



City of Flagstaff Development Review Board Site Plan Review Application

SPR

Note to applicants: DRB Site Plan Review meetings are held on Thursdays of every month. A schedule of DRB site plan review meetings is attached. Applications are due by 11:00 am on the Wednesday 15 days prior to the meeting. You must provide a complete application form, along with the required number of plans and information as indicated in the checklist on the reverse side of this application. **Incomplete submittals will not be scheduled.**

Site address:		Assessor's parcel number:		
Subdivision, tract, & lot number:		Zoning district:	Regional Plan category:	Flood zone:
Existing use:			Size of site (square feet or acres):	
Surrounding uses: (Res, Com, Ind)	North:	South:	East:	West:

Project name:		Proposed use:	
Is this a residential project?	Yes No	If yes, number of residential units:	Bedrooms per unit:
Is this a non-residential project?	Yes No	If yes, number of buildings:	Total building size (square feet):
Will the project be phased?	Yes No	If yes, number of phases:	Years to complete:

Property owner:	Phone:	Fax:
Address:	City, state & ZIP:	

Applicant:	Phone:	Fax:
Address:	City, state & ZIP:	

Project representative:	Phone:	Fax:
Address:	City, state & ZIP:	
Email address:	Cell phone:	

Type of review requested	Meeting date	Action	Meeting date	Action
<input type="checkbox"/> Site Plan Review				
<input type="checkbox"/> Preliminary Plat				
<input type="checkbox"/> Tentative Plat				
<input type="checkbox"/> Final Plat				
<input type="checkbox"/> Temporary Use Permit				
<input type="checkbox"/> Other:				

Applicant signature:	Date:
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Office Use Only				
Project number:		Cross reference:		Date stamp received:
Staff assignments:	Plan:	Eng:	Fire:	

**Development Review Board
Site Plan Review
Application Information/Checklist**

Development Review Board

The City of Flagstaff's Development Review Board (DRB) consists of City staff representing the Planning and Zoning, Building and Safety, and Engineering Divisions and the Fire, Public Works, and Utilities Departments. The DRB reviews development proposals to ensure that all applicable City code requirements are met.

Site Plan Review

DRB Site Plan Review is a formal review process held to determine if a development proposal is in compliance with applicable City codes. DRB Site Plan approval is required before building or grading plans can be submitted for review and before application can be made for subdivisions, conditional use permits, rezonings and annexation. Prior to the Site Plan Review meeting, DRB members will review submitted plans and prepare written comments. During the Site Plan Review meeting, the DRB may approve the application as presented, approve the application with conditions, or disapprove the application. The DRB may also refer the item back to a future meeting if additional information is needed before an action can be taken. Meetings are open to the public, in compliance with the State's Open Meeting Law of 1982, and agendas are posted at City Hall no less than 24 hours prior to the meeting. Minutes are kept of all DRB Site Plan Review meetings.

Schedule

DRB Site Plan Review meetings are conducted on Thursdays of every month at 9:30 am. Complete applications must be submitted by 11:00 am on the Wednesday 15 days prior to the meeting. A schedule of DRB site plan review meetings is attached.

Attendance by the applicant or project representative at the Site Plan Review meeting is mandatory.

Applicability

DRB Site Plan Review is required for, but not limited to, all site plans, subdivisions, conditional use permits, rezonings, and annexations. Please refer to Sections 10-10-004-0003(B) and 10-16-002-0001(B) of the Land Development Code (LDC) for further information on applicability.

Submission Requirements

All applications for DRB Site Plan Review must be accompanied by:

- ☐ 7 copies of a site plan
- ☐ 7 copies of building elevations (one copy in color)
- ☐ 7 copies of building floor plans
- ☐ 1 copy of a landscape plan
- ☐ 1 copy of a resource survey and protection plan (when applicable)
- ☐ 1 copy of an exterior lighting plan
- ☐ 1 copy of a preliminary signage plan
- ☐ 1 copy of site capacity calculations (when applicable)
- ☐ 7 copies of a sewer and water impact analysis (when applicable)
- ☐ 7 copies of a traffic impact analysis (when applicable)
- ☐ 1 copy of a preliminary drainage report (when applicable)

All plans submitted with the application must be folded to 8.5 by 11 inches in size.

Site Plan

A site plan must be drawn to a regular engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, but no larger than 1 inch = 60 feet) and plotted on a sheet no larger than 24 by 36 inches in size. The site plan must include the following information about the proposed development, its site, and the surrounding neighborhood.

- ☐ Parcel boundaries and dimensions
- ☐ Zoning for the site and adjoining parcels

- ☐ Existing uses on adjoining parcels
- ☐ Contour lines at two-foot intervals, both existing and proposed
- ☐ Building footprints
- ☐ Street improvements (curb, gutter, lane striping, sidewalks, fire hydrants, street lights, etc.) (adjacent to site)
- ☐ Dedicated rights-of-way and street names
- ☐ Pedestrian facilities
- ☐ Points of access and driveways
- ☐ Parking lots, including circulation patterns and dimensions
- ☐ Utilities, including dimensions or sizes
- ☐ Easements, including descriptions and dimensions
- ☐ Walls, fences, and retaining walls, including height and materials (on and adjacent to site)
- ☐ Solid waste dumpster enclosures, including height and materials (site only)
- ☐ Drainage systems (on and adjacent to site)
- ☐ Minimum setback lines
- ☐ Open space and parks
- ☐ Natural features, including forest, mature trees (greater than 20 inches), slopes, drainage courses, 100-year floodplain, and rock outcroppings
- ☐ Estimated limits of cut and fill (site only)
- ☐ Estimated finished floor elevations for all buildings (site only)
- ☐ Phase lines if the development will be built in stages

In addition, the information listed below must also appear on the site plan:

- ☐ Development name
- ☐ Site address
- ☐ Parcel number
- ☐ Scale
- ☐ North arrow
- ☐ Legend
- ☐ Site acreage
- ☐ Building square footage (non-residential projects)
- ☐ Number of dwellings (residential projects)
- ☐ Name, address, and telephone number of the developer and the designer of the plans

Building Elevations

Building elevations must be drawn for all sides of the building to an architectural scale (1/4 inch = 1 foot is preferred). One copy of the elevations must be in color. The following information must be included on the elevation drawings:

- ☐ Elevations for all sides of all structures as they will appear upon completion, including finished grade
- ☐ Building materials and finishes for all exterior surfaces, including roofs
- ☐ Color of all exterior surfaces, including roofs

When Design Review Guidelines are applicable, the following item must be submitted in conjunction with building elevations:

- ☐ Specification sheets for all exterior building materials, including roof materials, depicting finish and color

Building Floor Plans

Building floor plans must be drawn to an architectural scale (1/4 inch = 1 foot is preferred), and must include the following information:

- ☐ Interior room divisions
- ☐ General function or use of each room
- ☐ Interior wall height
- ☐ Door and window openings
- ☐ Plumbing fixtures
- ☐ Dimensions for each room and total area

Landscape Plan

Landscape plans must be drawn to the same scale as the site plan. For simple site plans, the landscape plan can be made part of the site plan. All landscape plans must include or show the following information:

- ☐ The location, size, and species of all proposed plantings, scaled to represent the size of landscaping at maturity
- ☐ Existing trees which are being used to offset landscape requirements
- ☐ Groundcover for all landscaped or disturbed areas
- ☐ Landscaping calculations per the LDC
- ☐ Irrigation systems, including lines, when required
- ☐ Hose bibs, when used in lieu of an automatic irrigation system

Resource Survey and Protection Plan

A resource survey and protection plan, when required, must show all natural resources on the site, before and after development (refer to Section 10-01-004-0001(C) of the LDC for applicability). Resources which must be included are forest canopy, moderate slopes (17 to 24.9 percent), steep slopes (25 percent and above), and rural floodplain. Calculations, which demonstrate that minimum resource protection standards are met, must be included with the plan.

Exterior Lighting Plan

All lighting plans must include or show the following information:

- ☐ The location of all existing and proposed exterior light fixtures (can be included on the site plan)
- ☐ The type (incandescent, low pressure sodium, etc.) and wattage of all existing and proposed lamps

The following items must be submitted in conjunction with the lighting plan:

- ☐ Catalog cut sheets for all fixtures
- ☐ A lumen calculation sheet

Preliminary Signage Plan

All preliminary signage plans must include or show the following information:

- ☐ The location of all existing and proposed signage (can be included on the site plan)
- ☐ Drawings showing the size, copy, materials, illumination, and general design/layout of all proposed signs

Applications will not be accepted or scheduled until all of the submission requirements have been met.

Expiration

DRB Site Plan approval expires one (1) year from the date of approval unless a grading or building permit is obtained or the use is established.

Appeals

Any decision of the DRB related to the LDC may be appealed to the City's Planning and Zoning Commission. An appeal must be submitted, in writing, to the Planning Director or Community Development Director within ten (10) days of the decision. To appeal a decision regarding codes or ordinances other than the LDC, contact the department or division from which the decision originated.

For Further Information

For further information regarding these application and submission requirements, please contact:

Development Services
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

928-779-7631, extension 249
928-779-7693 fax